


Units of Sound: Literacy that fits

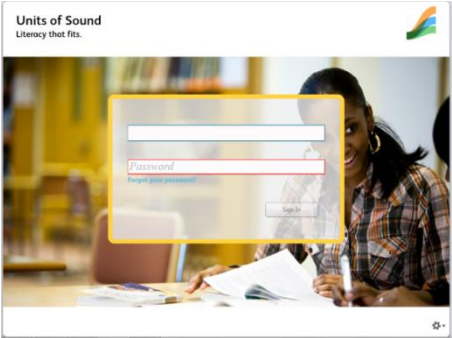
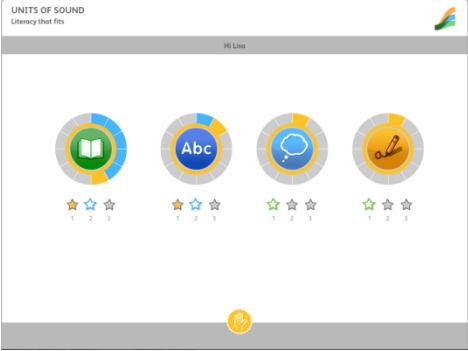



Quick Start Guide




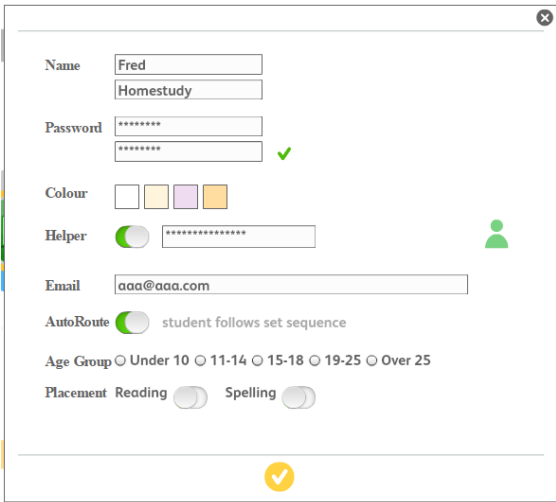
Introduction


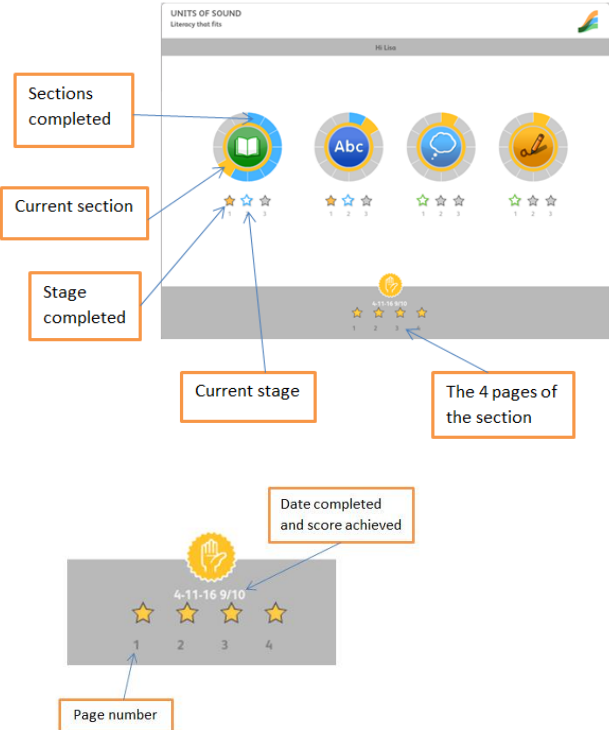
Units of Sound: Literacy that fits has been designed specifically for use at home. Though the aim is for the student to work largely independently, the role of the Helper is an important one, especially at the beginning when setting up a student. It is recommended that you spend some time learning about Units of Sound and how the activities work before you start with a student. All the information you need is in Help! and the Getting Started Videos are a quick and easy way to learn how to set up your student and get them working on Units of Sound.

This document takes you through the initial steps of getting started and you can print this pdf for reference. You have been sent the Getting Started video and the technical access video in the initial email.

<p>What the Helper does</p> 	<p>It is the Helper's job to do the following:</p> <p>Before working with a student:</p> <ul style="list-style-type: none"> • Initial technology checks • Look at Help! and the Getting Started videos to learn how to use Units of Sound with students <p>With the student:</p> <ul style="list-style-type: none"> • Placement for Reading and Spelling to set the programme • Reading Checks to monitor progress • Ensure the student is following 'Good Practice' <p>All information can be found in Help!</p>
<p>Access Checklist</p>	<p>Before you start, run through the access checklist that you were sent in the initial email. You can also find it in Help! Units of Sound won't work properly if you don't do the necessary IT checks.</p>
<p>Accessing Units of Sound</p>	<p>To access Units of Sound go to: https://online.unitsofsound.com</p>
<p>Login</p>	<p>Both the Helper and the student are using the same login. There are, however, areas only for the Helper. These areas require a Helper password, which is your password followed by: -helper</p>

	<p>Log in using your username and password that were sent via email.</p> 
	<p>Once logged in, you will come to the Welcome screen.</p> 
<p>Helper's hand</p>	<p>Click on the Helper's hand to reveal settings, screen tutor and Help!</p> 
<p>Settings</p> 	<p>In settings you will find your student's name. This is where you can change your password if you wish and you can set the activity box colour.</p> 

<p>Screen tutor</p> 	<p>On every screen there is a Screen Tutor, which demonstrates what to do in each activity or to explain the screen. The student can click on the Screen Tutor before doing a new activity or to find out about the screen.</p>
<p>Help!</p>  <p>Helper password</p>	<p>Help! has all the information you need about Units of Sound. It is also home to the Library with the extra resources.</p> <p>This is only for the Helper, so to access it you need to enter your Helper password.</p> <p>If you have changed your password it will be the new password with -helper at the end.</p>
<p>Placement</p> 	<p>The Helper must carry out the Placement exercises. The student should not do them alone. Make sure you watch the screen tutors first to show you how to carry out Placement.</p> <p>When you first click on Reading and Spelling, you will automatically be taken to the Reading and Spelling Placement exercise. Placement will set the program for the student.</p>
<p>Helper settings explored</p>	<p>In settings, slide the Helper tab to green (on) and enter the Helper password.</p> <p>This opens up the Helper area:</p>  <p>This is where you can set AutoRoute to on. AutoRoute means the student follows a set sequence through the program and therefore has access to only one skill at a time. See Options Explored in the Help! Library for more information on AutoRoute.</p> <p>This is also where you can reset Reading and Spelling Placement at a later date if necessary. Again, see Options Explored for more information about when you might do this.</p>

<p>Accessing the skills</p>	<p>With AutoRoute on there will only be one skill open at any one time. Click on the centre of the skill icon that is open.</p>  <p>Skill pages are completed one at a time. Spelling, Memory and Dictation require sufficient scores for the page to move on. Each activity has a Screen Tutor.</p>
<p>Records</p>	<p>Units of Sound shows student progress through the program. The diagrams here show how you can monitor the progress. Watch the Welcome & Navigation video in Help! to learn more about Records.</p> 
<p>Contact us</p>	<p>If you have any questions or need help, please contact us via the Units of Sound website and the team will get back to you as soon as possible: www.unitsofsound.com</p>